

Open, Transparent, and Merit-Based Recruitment Policy

(OTM-R)

of the University of Franche-Comté concerning the research and
associate staff members

I. The teacher-researchers

➤ Permanent teacher-researchers

The university offers positions for **lecturers** and **university professors** who are part of the state civil service and are regulated by decree n°84-431 of June 6, 1984.

Lecturers and university professors have a dual mission of teaching and research. They contribute to the fulfilment of the public service missions of higher education provided for in article L. 123-3 of the Education Code as well as to the achievement of the public research missions mentioned in article L. 112-1 of the Research Code.

The employment campaign is adopted by the University's bodies (Collegiums, Academic Council, Technical Committee and Administration Council). For each position open to recruitment, a job description is drafted which mentions the nature of the position, its pedagogical (teaching Faculty, Institute or School) and scientific (research laboratory) attachment, the expected skills and the possible exposure to risks. The job description includes the name and signature of the Faculty/Institute/School and laboratory directors concerned. The HRS4R label is also displayed on it.

The job description is published on the Galaxie national website, managed by the Ministry of Higher Education and Research, according to the selected calendar - synchronized session at the national level, or exceptionally, a session known as "au fil de l'eau" (throughout the year).

https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/cand_recrutement_enseignants_chercheurs.htm

Applications are registered on the GALAXIE website according to a calendar established each year.

Candidates access the server center under the heading "new candidate" if they have never logged in. The server center provides them with a candidate number and a personal password that ensures the confidentiality and authentication of the operation. Candidates who have a candidate number and personal password assigned to them by the ANTARES/ANTEE application continue to use them.

Applicants can follow the status of their application throughout the procedure by logging on to GALAXIE.

The application file is dematerialized; all documents are to be submitted in the GALAXIE application BEFORE the closing date for applications.

The selection committees (COS) are set up for the recruitment of teacher-researchers. They follow the national rules of constitution and functioning.

The COS have 8 to 12 members, at least half of whom are from outside the University of Franche-Comté. For the recruitment of senior lecturers, the commission is made up equally of senior lecturers and university professors or similar personnel. For the recruitment of university professors, only staff of the same rank may take part in the COS.

Unless an exception is granted by the university authorities, the members are specialists in the discipline. In all cases, a majority of specialists must sit on the committee.

The COS are formed with respect to the parity of men and women.

COS presidents and vice-presidents are called to a briefing meeting by the vice-president in charge of human resources. In particular, they are made aware of gender bias, as well as compliance with the rules of professional ethics.

A guidance letter written by the President of the University is sent to the COS presidents and vice presidents. It reminds them of the legal and ethical rules governing recruitment.

The COS will meet to review applications, to select applicants for an interview, and to interview applicants. Following the hearings, they establish a ranking that is transmitted to the university authorities. After ensuring that the procedural and ethical rules relating to recruitment are respected, the Academic Council and then the Administrative Council validate the selected ranking.

The applicants will be informed of the decisions of the institutions and they will express their wishes on the GALAXIE website.

The appointment of lecturers is made by order of the President of the University, the one of university professors by decree of the President of the Republic.

Contract teacher-researchers

1. Associate professor on temporary duty (PAST).

The University of Franche-Comté offers PAST jobs: half-time associate lecturers or half-time associate university professors. Half-time associate professors carry out a teaching and research service equal to half the service of tenured staff members of the same category.

Half-time associate lecturers and professors are appointed for a period of three years. This appointment may be renewed under the same conditions, for a period that cannot exceed three years, upon presentation of an activity report and according to the same procedures as the initial recruitment.

French or foreign individuals may be recruited as part-time university professors or associate lecturers if they have had a main professional activity other than teaching for at least three years and have professional experience directly related to the specialty taught.

PAST positions are included in the University's employment campaign in the same way as the positions of tenured teacher-researchers (see above).

The positions open to recruitment are published on the University's website.

Applications are sent by electronic means to the university's human resources department.

Ad hoc committees are gathered to study the applications, to interview the candidates and to set up a ranking. These committees are made up of tenured teacher-researchers working at the University of Franche-Comté. They are formed of specialists in the field, with respect to the parity of men and women. The vice-president in charge of human resources chairs each ad hoc committee.

Appointments of associate university professors are made by decree of the President of the Republic, on the proposal of the president or the director of the institution, after consulting the scientific council or the equivalent body and the administrative board.

The appointment of associate lecturers is decided by order of the president or director of the institution, after consulting the scientific council or the equivalent body and the administrative board.

2. *Temporary teaching and research associate (ATER).*

To become an **ATER**, it is necessary to be in one of the following situations:

- either be a tenured or probationary civil servant of the A category ;
- or be registered for the preparation of a PhD or a habilitation to direct research, the thesis director having to certify that the thesis can be defended within one year;
- or already hold a PhD or a habilitation to direct research and commit to taking a competitive recruitment exam for higher education;
- or be a teacher or researcher of foreign nationality who has carried out teaching or research duties for at least 2 years;
- or be the holder of a PhD or a foreign title or diploma considered equivalent by the institution's specialist commission;
- or be an academic instructor recruited within the framework of the introductory training program for higher education.

Applications are submitted on the GALAXIE website.

Applicants access the server center under the heading "log in for the first time" if they have never logged in before. The server center provides them with an applicant number and a personal password that ensures confidentiality and authentication of the operation. People who have an applicant number and a personal password assigned to them by the ANTARES/ANTEE/ALTAIR application continue to use them.

The application statement must be printed and kept throughout the process.

Applicants can follow the status of their application throughout the procedure by logging on to GALAXIE.

In parallel with the registration made on Galaxie, the application files must be submitted online no later than Friday, April 2 (4:00 p.m.) on the APRATER application of the University of Franche-Comté (a single file in pdf format).

In case of multiple applications for different positions, a file must be drawn up for each call for applications on GALAXIE and APRATER.

Ad hoc committees are set up for each field of study at the University. They are made up of tenured teacher-researchers who are specialists in the relevant field, with equal representation of men and women.

The committee studies the applications and decides on the ranking of the applicants.

The selected applicants will be informed via GALAXIE after validation by the university authorities.

3. *Contract doctoral students.*

The PhD, the highest university diploma, represents a professional experience that allows the acquisition of high-level scientific skills and generic skills that can be applied in positions with high responsibilities in all socio-economic sectors. It corresponds, on the one hand, to the conduct of an original and innovative research project, and on the other hand, to an Individual Plan of Continuing Education in support of the doctoral student's research and professional project.

Doctoral training takes place in a Doctoral School ('Ecole doctorale:ED') accredited by UBFC for the 2017-2023 contract.

During the preparation of their PhD, students can benefit from a doctoral contract. Doctoral contracts are public law employment contracts that run for a period of 3 years and begin, with some exceptions, on October 1st of the year in question.

The doctoral schools publish the list of selected subjects as well as the field to which they belong. The research departments/laboratories and thesis directors ensure that the subjects are made public.

The doctoral project is defined in consultation with the prospective thesis director. The thesis director must demonstrate the novelty of the project, its educational character, its financing and the possibility of carrying it out in the allotted time. The spirit of doctoral training and the interest of the doctoral student must be at the heart of the definition of the doctoral project. It is then up to the doctoral schools to choose from the research projects submitted by the research units and thesis directors, those that correspond to the scientific policy of the doctoral school.

II. **Research support staff members**

They include permanent staff from the Engineering and Technical Research and Training (**ITRF**) sector and contract staff.

There are 3 different categories:

Category A: Research Engineer (**IGR**); Design Engineer (**IGE**); Assistant Engineer (**ASI**)

Category B: Technician (**TECH**)

Category C: Technical Assistant for Research and Training (**ATRF**).

➤ **Permanent staff**

The recruitment of permanent BIATSS staff is carried out either by competitive examination, or by transfer or secondment.

Competitive examinations are organized at the national level and include two selection phases (written tests and oral examinations), at the end of which a list of successful candidates is drawn up in order of merit.

These successful candidates are assigned to institutions by the Ministry of Higher Education and Research, according to their ranking and their wishes. Internal competitions are subject to seniority in the civil service and external competitions to diploma requirements.

All information concerning positions, applications and results can be consulted on the Ministry's website (<https://www.enseignementsup-recherche.gouv.fr/pid24790/concours-et-recrutements-des-ingenieurs-et-personnels-techniques-de-recherche-et-de-formation.html>)

The competitions are organized as follows:

1. Registration campaign for candidates
2. Two selection phases: Eligibility and admission tests (oral test)
3. Publication of the results and management of the wishes and assignments of the successful candidates
4. Reception of the successful candidates (administrative file, reception of newcomers, integration into the post)

The positions for transfer or secondment are published on the "Place de l'Emploi Public" website and the University of Franche-Comté website. They give rise to a two-phase recruitment process (examination of files and hearings), by a recruitment committee according to an evaluation grid. The results are communicated individually to each candidate.

➤ Contract staff

All position offers are published on the University's website and the 'Place de L'emploi Public' website and, depending on their specificities, they are relayed to other websites: 'APEC', 'Pôle Emploi', etc.

Recruitment is organized as follows:

1. Applications are submitted on the relevant platform
2. The examination of the applications by the recruiting structures with the support of the HR department allows for the pre-selection of the candidates who are auditioned by a committee composed of a member of the HR department and members of the structure. The candidates are ranked according to an evaluation grid.
3. The HR Department informs each candidate of the outcome of their application.
4. Reception of the selected candidates (administrative file, reception of newcomers, integration into the position)